

~~SECRET EYES ONLY~~
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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 12 November 1958

Present: C/MS - Chairman Dr. Tietjen
C/OD - Voting Member
C/TSD - Voting Member
AC/PS - Voting Member
C/SD - Executive Secretary
Acting Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

The minutes of the Medical Staff Career Service Board Meeting of 29 October 1958 were approved by the Members without comment.

2. Resolution for Policy Adoption

The Executive Secretary presented a draft of a Resolution concerning the Extension of Tours which the Acting Executive Secretary was requested to draw up at the last meeting. The attached Resolution was agreed upon by the Medical Technicians and Administrative Panel and was presented to the Board Members for their concurrence. The Board suggested the word "routine" in paragraph 3 be replaced by the word "careful" and the phrase "the Staff is in favor of" in paragraph 1a be deleted. With these changes, the Resolution was approved and will become effective immediately.

3. Review of Procedure for SD:SM Promotions

The Procedure for SD:SM Promotions was reviewed and the Executive Secretary was asked to address a memorandum to the Medical Technicians and Administrative Panel outlining procedures now being followed, those followed in the past, and requesting their views on the subject.

4. Promotions

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a. [REDACTED], GS-14, Clinical Psychologist. The Executive Secretary reviewed a request for promotion of [REDACTED] to GS-15 as initiated by [REDACTED]. The Executive Secretary endorsed this promotion without question. A discussion followed and C/MS requested the promotion be held in abeyance until he and AC/PS talked further about the matter.

25X1A9a b. [REDACTED], GS-10, Medical Service Officer. The Executive Secretary reviewed a request from the Chief of Station, [REDACTED] for the promotion of [REDACTED] to a GS-11 and the Executive Secretary endorsed the recommendation. The Board concurred in the recommendation and the promotion was approved.

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ORIG COMP			39	TYPE	01
ORIG CLASS	5			REV CLASS	C
JUST					

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c. [REDACTED], GS-10, Medical Service Officer. A request from the Chief of Station, [REDACTED] for the promotion of [REDACTED] to a GS-11 was reviewed and the Executive Secretary recommended concurrence. The Board Members approved the promotion. 25X1A9a

25X1A9a

25X1A6a

d. [REDACTED] GS-8, Medical Technician. Recommendations were received from the Chief of Station, [REDACTED] and the Chief of Station, [REDACTED] for the promotion of [REDACTED] to a GS-9. The Board concurred in the recommendations. 25X1A9a

25X1A9a

e. [REDACTED], GS-6, Secretary-Stenographer. A request from AC/PS for the promotion of [REDACTED] to a GS-7 was reviewed and endorsed by the Executive Secretary. The Board Members approved the promotion. 25X1A9a

5. Review of Training Evaluation Reports

The Board noted the receipt of Training Evaluation Reports on the following personnel:

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[REDACTED] B-5, Clerk-Typist
[REDACTED], GS-3, Clerk-Typist
[REDACTED] GS-3, Clerk

C/MS requested the Medical Staff Training Officer to check the secretarial capabilities of the girls on the Medical Staff. Those whose skills are not up to par will be placed in training. C/MS would like them to be able to type tapes, and he would like a proficiency built up among the clerical employees.

6. Miscellaneous

C/MS suggested the order of topics on the Career Service Board Agenda be revised so Review of Fitness Reports would precede Promotions and Review of Field Reassignment Questionnaires would precede Assignments.

7. Review of Fitness Reports

The Board noted the receipt of Fitness Reports on the following personnel:

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[REDACTED] GS-14, Clinical Psychologist
[REDACTED] GS-13, Clinical Psychologist
[REDACTED] P, Administrative Officer (D Ch)
[REDACTED] Administrative Assistant
[REDACTED] B, Medical Technician (Sup)

8. Review of Field Reassignment Questionnaires and Assignments

At the suggestion of C/MS, these two topics were discussed simultaneously. The Executive Secretary announced the following vacancies naming the incumbents and the designated candidates for these positions:

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	<u>Encumbent</u>	<u>Position Vacancy</u>	<u>Candidate</u>	
25X1A9a		Med. Tech., GS-8, Med. Tech., GS-9, Med. Tech., GS-8, Med. Tech., GS-9, Med. Tech., GS-9, Med. Tech., GS-9,		25X1A9a

25X1A9a
25X1A6a

Field Reassignment Questionnaires on the above encumbents were reviewed, and no tour extensions were requested. A discussion ensued regarding the suitability of the suggested replacements. The Board Members decided on [REDACTED] in the Medical Technician, GS-8 slot at [REDACTED] with an ETA of March 1959. The remaining vacancies were not filled, and C/OD and C/SD will meet before the next meeting regarding preliminary staffing of the remaining vacant positions.

Attachment:

As stated above (Revised Copy)

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